

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-58-89-8	DATE RECEIVED 9/1/89
1. FROM (Agency or establishment) DEPARTMENT OF THE TREASURY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION INTERNAL REVENUE SERVICE		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION FACILITIES AND INFORMATION MANAGEMENT SUPPORT - RECORDS ADMINISTRATION			
4. NAME OF PERSON WITH WHOM TO CONFER ANTHONY B. CINCOTTA	5. TELEPHONE EXT. 535-9874	DATE 1-19-90	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6. CERTIFICATE OF AGENCY REPRESENTATIVE			
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of <u>14</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>			
B. DATE 8/24/89	C. SIGNATURE OF AGENCY REPRESENTATIVE Susan E. Hema	D. TITLE CHIEF, RECORDS ADMINISTRATION	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>RECORDS CONTROL SCHEDULE 112 for the DETROIT COMPUTING CENTER</p> <p>The records covered by this Schedule are created by the Detroit Computing Center (DCC) or submitted to DCC as input documents for use in the performance of its mission.</p> <p>DCC is responsible for the performance of non-master file data processing operations for the Internal Revenue Service. It is a computer service center, performing projects for customers who are usually the directors of functions at the IRS National Office; bureaus of the Department of the Treasury; and other government agencies on a reimbursable basis. Performance is under two major categories: systems design, development, and maintenance; and processing and review of products.</p> <p>Attachment Records Control Schedule 112</p>		WITHDRAWN

Records Control Schedule 112 for Detroit Computing Center

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
ADMINISTRATIVE RECORDS		
1.	<u>General Correspondence Files.</u> (Job No. NC1-58-81-2, Item 2)	
	Correspondence for program activities, policy, procedures, rulings, decisions, etc., not connected with a specific project.	<u>DESTROY</u> when 3 years old.
2.	<u>Delegation of Authority Files.</u> (Job No. NN-173-170, Item 3)	
	Record copies documenting the delegation of authority to an individual or a position in accordance with prescribed regulations and not included in the Internal Management Document System. (These records are of a limited nature as opposed to delegation of authority records on a continuing basis which are a part of the Internal Management Document System.)	<u>DESTROY</u> 1 year after the delegation has expired.
3.	<u>Minutes or Summaries of Conferences and Meetings.</u> (Job No. NN-173-170, Item 5)	
	Documentation of minutes or summaries of conferences and meetings, including information or decisions reached and action items.	<u>DESTROY</u> 3 years after the end of the year in which the conference or meeting was held.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	<u>Management Survey and Project Reports.</u> (Job No. NC1-58-78-10, Item 6)	<u>DESTROY</u> 90 days after close of file.
5.	<u>Narrative and Statistical Reports.</u> (Job No. NN-173-170, Item 7)	<u>DESTROY</u> when 3 years old.
6.	<u>Work Measurement Reports.</u> (Job No. NN-173-170, Item 9)	<u>DESTROY</u> 60 days after data has been recorded and balanced.
	Employee time records, machine control documents, worksheet and equivalent documents.	<u>DESTROY</u> when 2 years old.
	(1) Daily Reports and change notices.	
	(2) Periodic Reports and Schedules (weekly and monthly staff hours).	
7.	<u>Work Measurement Job Requests and Input/Output Schedules.</u> (Job No. NN-173-170, Item 9)	<u>DESTROY</u> 2 years after comple- tion of program.
8.	<u>Machine Logs and Related Documents.</u> (Job No. NN-173-170, Item 10)	<u>DESTROY</u> 1 year after date of last entry.
	These documents are used to record machine use on each program.	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	<u>Management Document Distribution Control.</u> (Job No. NN-173-170, Item 19)	<u>DESTROY</u> when superseded.
	These records are used to control and distribute internal management documents.	
10.	<u>Audit Inventory and Production Reports.</u> (Source Documents) (Job No. NC1-58-78-10, Item 22)	<u>DESTROY</u> 90 days after data is recorded and balanced.
11.	<u>Pension Trust Reports.</u> (Source Documents) (Job No. NC1-58-78-19, Item 23)	<u>DESTROY</u> 18 months after data is recorded and balanced.
12.	<u>Chief Counsel RIRA Case Reports.</u> (Source Documents) (Job No. NN-173-170, Item 26)	<u>DESTROY</u> one year after close of fiscal year or calendar year, or three months after an internal audit, whichever is earlier.
13.	<u>Intermediate Documents for Mechanized Reporting Systems.</u> (Job No. NC1-58-78-10, Item 30)	
	(1) Magnetic Tape Charge-Outs	<u>DESTROY</u> when one year old.
	(2) Source documents such as transmittal control records, batch transmittals, error resolution documents, punch cards, etc. These do not include Payroll, SOI and TCMP records.	<u>DESTROY</u> 90 days after data conversion and verification.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
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14. Statistics of Income.
(Job No. NN-173-170, Item 31)

(1) Punch cards. DESTROY after data conversion and verification.

(Notify the Statistics Division 30 days in advance if the destruction date needs to be extended).

(2) Non-historical transcript edit sheets (those without names). DESTROY concurrently with related punch cards.

(3) Operating records such as document control cards, document control slips, etc. DESTROY when related documents are destroyed.

(4) Punch cards and abstract sheets for special statistical studies that do not fall within the regular SOI series. DESTROY when the studies are completed.

(Notify the Statistics Division 30 days in advance if the destruction date needs to be extended).

(5) Statistics of Income Historical Tape Files. RETIRE to the Federal Records Center when notified by the Statistics of Income Division.

(6) Narrative and Statistical Reports.
(Job No. NC1-58-78-10, Item 31)

Consult with Statistics Division to forward or destroy records 90 days after data is recorded and balanced.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	<u>Punch Cards Generated by Payroll Processing.</u> (Job No. NN 173-170, Item 33)	<u>DESTROY</u> 30 days after data conversion and verification.
	(1) Change cards. Punch cards generated to make adjustments to master tape for separation actions.	
	(2) Adjustment Cards. Punch cards generated to make adjustments to master tape.	<u>DESTROY</u> 30 days after data conversion and verification.
16.	<u>Criminal Investigation Division Reports.</u> (Job. No. NC1-58-78-10, Item 34)	<u>DESTROY</u> 18 months after the documents are processed.
	(1) Source Documents: Forms 4930 and 5043	
	(2) Other Documents	<u>DESTROY</u> 90 days after data is recorded and balanced.
17.	<u>Currency Transaction Records.</u> (Job No. NC1-58-85-10, Item 47)	<u>DESTROY</u> 6 years after end of the processing year.
	Reports filed by financial institutions and businesses relating to financial trans- actions as required by the Currency and Foreign Trans- action Reporting Act.	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
18.	<p><u>Tape File.</u> (Job No. NC1-58-80-6, Item 47)</p> <p>Form 4789 Criminal Investigation Customs Tape Exchange Program (Backup Tape). Tax-related information alleging or indicating a violation within the investigative jurisdiction of the Internal Revenue Service.</p>	<p><u>DESTROY</u> 1 year after shipment date.</p>
19.	<p><u>Annual Return and Report of Employee Benefit Plan.</u> (Job No. NC1-58-78-10, Item 60)</p> <p>Forms 5500 and related schedules, documents, correspondence and exhibits, filed by the employer who maintains a plan or plans for employees or owners.</p>	<p>(1) Hard copy or data for microfilming. <u>RETIRE</u> to Federal Records Center 60 days after microfilming and film verification.</p> <p><u>DESTROY</u> 7 years after end of processing year.</p> <p>(2) Microfilm (Silver Master) <u>RETIRE</u> to Federal Records Center 30 days after microfilming and film verification.</p> <p><u>DESTROY</u> 7 years after end of processing year.</p> <p>(3) Microfilm (Working Copy) <u>RETIRE</u> to Federal Records Center 2 years after end of processing year.</p> <p><u>DESTROY</u> 5 years after end of processing year.</p>

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
20.	<u>Employee Benefit Plan</u> <u>Microfilm Cumulative</u> <u>Film Accession Number</u> <u>Index Registers.</u> (Job No. NC1-58-78-10, Item 61)	<u>RETIRE</u> to Federal Records Center 2 years after end of processing year. <u>DESTROY</u> 5 years after end of processing year.
21.	<u>TCMP Punch Cards.</u> (Job No. NN-173-170, Item 32)	<u>DESTROY</u> after data conversion and verification.
22.	<u>Non-historical Transcript</u> <u>Edit Sheets.</u> (Job No. NN-173-170, Item 32)	<u>DESTROY</u> concurrently with related punch cards.
23.	<u>Operating Records.</u> (Job No. NN-173-170, Item 32) These include document control cards, document control slips, etc.	<u>DESTROY</u> concurrently with related documents.
24.	<u>Magnetic Input Tapes/Microfilm</u> <u>of Diagnostic and Traditional</u> <u>Output Tables.</u> (Job No. NN-173-170, Item 32)	<u>DESTROY</u> when no longer needed.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
25.	<p><u>Federal Tax Deposit (FTD) Registers.</u> (Job No. NC1-58-78-4, Item 328)</p> <p>(Name Control, EIN Register, Amount Register) Listing of FTD payments received by the Service in the Martinsburg Computing Center. These are listed in three separate sequences to provide research sources for tracing and identifying FTD payments.</p>	<p><u>DESTROY</u> 2 years after end of the processing year.</p> <p><u>DESTROY</u> upon receipt of cumulative quarterly register.</p> <p><u>DESTROY</u> 5 years after end of the processing year.</p> <p><u>DESTROY</u> upon receipt of cumulative quarterly register.</p>
	<p>(1) Name Control and EIN (Cumulative) Registers.</p>	
	<p>Weekly and Monthly Registers.</p>	
	<p>(2) Amount Register (Cumulative).</p>	
	<p>Weekly and Monthly Registers.</p>	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
MICROGRAPHIC RECORDS		
26.	<u>Annual BMF Partnership Directory.</u>	<u>RETIRE</u> to the Federal Records Center after 6 months. <u>DESTROY</u> 75 years after end of the processing year.
27.	<u>BMF Retention Register.</u> Contains all entity and tax modules archived from the master file.	<u>RETIRE</u> to Federal Records Center after 2 years. <u>DESTROY</u> 75 years after end of the processing year.
28.	<u>W2/W2P Reference Register.</u> (Created semi-annually). Contains name line, SSN and the Micro Sequence Number (MSN) referencing the microfilm location where specific wage data can be located.	<u>RETIRE</u> to Federal Records Center after 6 months. <u>DESTROY</u> 75 years after end of the processing year.
29.	<u>CAWR Retention Register.</u> Contains CAWR data archived from the BMF extract performed at the end of the CAWR Reconciliation Program.	<u>RETIRE</u> to Federal Records Center after 6 months. <u>DESTROY</u> 75 years after end of the processing year.
30.	<u>Exempt Organization (EO) Registers.</u> Microfiche containing entity and module activities from the EO/BMF, which includes EO Returns Register, EO National EIN Register, EO DO Alpha Register, EO GEN Register, and EO National Alpha Register.	<u>RETIRE</u> to Federal Records Center after 6 months. <u>DESTROY</u> 75 years after end of the processing year.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
31.	<u>IMF Retention Register.</u> Record copy containing all entity and tax modules archived from the master file.	<u>RETIRE</u> to Federal Records Center after 2 years. <u>DESTROY</u> 30 years after end of the processing year.
32.	<u>338/608 Register.</u> Record copy containing accounts removed from IMF/BMF master file which contained a debit or credit balance written off because the statute for assessment or collection had expired. (No longer produced.)	<u>DESTROY</u> 75 years after end of the processing year.
33.	<u>EPMF ALPHA Registers.</u> Microfiche containing an alphabetical listing of active entities on the EPMF, which includes EP National Alphabetic Register and EP District Alphabetic Register.	<u>RETIRE</u> to Federal Records Center after 6 months. <u>DESTROY</u> 30 years after end of the processing year.

COMPUTER PRINTOUTS AND MICROFILM REGISTERS, INDICES AND DIRECTORIES

Prior to conversion to microfilm and transfer of Returns Processing and Revenue Accounting functions to the service centers, district offices were responsible for maintaining and retiring computer printouts of registers, indices, and directories. Effective with the conversion to microfilm and transfer of these functions, the Detroit Computing Center is now responsible for maintaining and retiring all record copies of registers, indices and directories in accordance with this Schedule.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
34.	<p><u>Monthly IMF and IRA Account Registers (Cumulative) (Microfilm).</u></p> <p>(Weekly active master file account printout on microfilm.) Each accounts register record is, in effect, a specific transcript of the module. The accounts register is in order by account number within district office and is printed for each district within a region in SSN order and within validity digit sequence. Weekly registers, for a variable number of cycles, were combined into a cumulative accounts register on a four-week basis. <u>(These registers are no longer produced.)</u></p>	<p><u>DESTROY</u> 30 years after end of the last processing year.</p>
35.	<p><u>IMF Reference Register (Cumulative) (Microform).</u></p>	<p><u>DESTROY</u> 30 years after end of the processing year.</p>
	<p>Contains references pertaining to entities and tax periods indicating the cycle number of the last register on which an entity or tax period was last shown. Register is printed for each district within a region in SSN order and within validity digit sequence. <u>(This register is no longer produced.)</u></p>	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
36.	<p><u>BMF Accounts Register.</u> (Microfilm).</p> <p>(Master copy, monthly cumulative, and weekly active master file account printout on microfilm). Each accounts register record is, in effect, a specific transcript of the module. The accounts register is in order by account number within district office and is printed for each district within a region in SSN order and within validity digit sequence. Weekly registers, for a variable number of cycles, were combined into a cumulative accounts register on a four-week basis. <u>(This register is no longer produced.)</u></p>	<u>DESTROY</u> 75 years after end of the processing year.
37.	<p><u>BMF Reference Register.</u> (Microfilm).</p> <p>Contains references pertaining to entities and tax periods indicating the cycle number of the last register on which an entity or tax period was last shown. Register is printed for each district within a region in SSN order and within validity digit sequence. <u>(This register is no longer produced.)</u></p>	<u>DESTROY</u> 75 years after end of the processing year.
	(1) First and last BMF Reference Register of year.	

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38.	<p><u>BMF Taxpayer Name Directory (Annual Cumulative) (Microfilm).</u></p> <p>Entity data for taxpayers on the master file, such as name, address and location codes listed by region, district, name, and EIN. <u>(This directory is no longer produced).</u></p>	<u>DESTROY</u> 75 years after end of the processing year.
39.	<p><u>BMF Taxpayer Number Directory (Annual) (Microfilm).</u></p> <p>Numeric listing by taxpayer's EIN, name, address, employment, location and filing codes. <u>(This directory is no longer produced).</u></p>	<u>DESTROY</u> 75 years after end of the last processing year.
40.	<p><u>Exempt Organization BMF Accounts Register (Microform).</u></p> <p>Each cycle during which an entity or tax period is active, all postings to that period will appear on the weekly EO/BMF Accounts Register. The Accounts Register for that cycle is merged with the accounts register for the next cycle. Thus, these cycles are accumulated for a series until a final accumulation is made on a four week basis. Each taxpayer on the register is listed by tax period, within MFT code within EIN. Entities which contain an EO section will also display the EO entity Status/Code and Date,</p>	<p><u>RETIRE</u> to Federal Records Center 5 years after end of the processing year.</p> <p><u>DESTROY</u> 75 years after end of the processing year.</p>

ITEM
NO

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Subsection Code, File Folder
Number, Foundation Code, Classifi-
cation Codes and Group Exemption
Number.

41. Annual Tape Index Register
and Name Directory (MID).
(Microform).

These records contain entity
data on non-master file returns
(Forms 942, 943, 1065, and
1120S). The Index Register
is in EIN order; the Name
Directory is in alphabetic
order.

RETIRE to Federal Records Cent
3 years after end of the
processing year.

DESTROY 30 years after end of
the processing year.